



Town of South Palm Beach

3577 South Ocean Boulevard, South Palm Beach, Florida 33480

Phone.561-588-8889 Fax.561-588-6632

www.southpalmbeach.com

***** Please provide ONE of the following Licenses: *****

OUR FISCAL YEAR IS OCTOBER 1ST TO SEPTEMBER 30TH

The Town of South Palm Beach Contractor authorization form MUST be used for anyone besides the Qualifier to conduct business with the Building Department.

STATE "CERTIFIED" LICENSE: The following items are required:

- A Photostat copy of your Valid State "Certified" License.
- A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
- A valid copy of the company qualifier **FLORIDA** Driver's License **OR**
- Other State license **AND** Palm Beach County Business Tax Receipt.

PALM BEACH COUNTY; COUNTY-WIDE BUSINESS TAX RECEIPT: The following items are required:

- A Photostat copy of your valid Palm Beach County – County-Wide Business Tax Receipt
- Certificate of Competency from Palm Beach County (for construction related work only)
- A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
- A valid copy of the company qualifier **FLORIDA** Driver's License.

PALM BEACH COUNTY; COUNTY BUSINESS TAX RECEIPT: The following items are required:

- A Photostat copy of your valid Palm Beach County – County Business Tax Receipt.
- Certificate of Competency from Palm Beach County (for construction related work only)
- A current Certificate of Liability Insurance and Workers Compensation naming the Town of South Palm Beach as "Certificate Holder".
- A valid copy of the company qualifier **FLORIDA** Driver's License.
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HOME- BASED BUSINESS TAX RECEIPT: The following items are required:

- A Photostat copy of your valid Palm Beach County Business Tax Receipt
- A form letter signed by the President of the Condominium or a Board Member where the Home Business is located
- A valid copy of the Business Owner **FLORIDA** Driver's License

*****FOR CONSTRUCTION RELATED WORK ONLY*****

WE WILL ACCEPT A BUSINESS TAX RECEIPT FROM ANOTHER COUNTY ALONG WITH A PALM BEACH COUNTY CERTIFICATE OF COMPETENCY.

ALL CONTRACTORS/SUBCONTRACTORS MUST REGISTER REGARDLESS OF WHETHER A PERMIT IS BEING PULLED OR NOT.